

Workday Human Capital Management (HCM) Practice Exam (Sample)

Study Guide



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SAMPLE

Questions

- 1. True or False: Security and Business Processes are considered cross applications and impact all Workday solutions.**
 - A. True**
 - B. False**
 - C. Only for specific applications**
 - D. Depends on the user role**
- 2. True or False: If there are position restrictions, they will automatically apply and cannot be changed when hiring.**
 - A. True**
 - B. False**
 - C. Depends on the role**
 - D. None of the above**
- 3. Which task can be performed using Workday Mobile?**
 - A. Approve a new hire**
 - B. Submit an expense report**
 - C. View a report**
 - D. All of the above**
- 4. What is the significance of being able to edit personal information in Workday?**
 - A. It allows for better communication with teams.**
 - B. It helps in maintaining accurate employee records.**
 - C. It streamlines payroll processing.**
 - D. It limits the need for IT support.**
- 5. Which staffing model allows for setting different hiring restrictions on each position?**
 - A. Job Management**
 - B. Position Management**
 - C. Role Management**
 - D. Project Management**

- 6. True or False: Allowing the Override of Restrictions on Staffing Events can change how position restrictions are applied.**
- A. True**
 - B. False**
 - C. Only in certain scenarios**
 - D. It applies only to specific roles**
- 7. Which of the following is NOT a worker self-service task available in Workday?**
- A. Edit personal information**
 - B. Create an expense report**
 - C. Conduct performance reviews**
 - D. Request time off**
- 8. True or False: The pre-hire object is a distinct entity from the employee object.**
- A. True**
 - B. False**
 - C. Only in certain conditions**
 - D. It depends on the organization**
- 9. True or False: If a worker changes positions, any roles assigned to them will follow them to the new position.**
- A. True**
 - B. False**
 - C. Only if specified**
 - D. Only for managerial roles**
- 10. What is one key difference between packaged integrations and tailored integrations?**
- A. Tailored integrations are less complex.**
 - B. Packaged integrations require custom development.**
 - C. Custom integrations may require maintenance.**
 - D. Packaged integrations cannot be reused.**

Answers

SAMPLE

- 1. A**
- 2. B**
- 3. D**
- 4. B**
- 5. B**
- 6. A**
- 7. C**
- 8. A**
- 9. B**
- 10. C**

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Explanations

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1. True or False: Security and Business Processes are considered cross applications and impact all Workday solutions.

A. True

B. False

C. Only for specific applications

D. Depends on the user role

Security and Business Processes in Workday are integral components that indeed influence all Workday solutions. Security encompasses permissions, roles, and access controls that govern how users interact with the system, ensuring that sensitive information is protected across all applications. Similarly, Business Processes represent the workflows and procedures that guide organizations in their operations, impacting various functions like hiring, payroll, performance management, and more. Because both security and business processes are foundational elements in Workday, they are not limited to individual applications but affect the entire suite of Workday services. This means that every application within Workday is subject to the overarching security measures and business processes established, making the statement true. The other options suggest limitations or conditionality that do not align with the comprehensive nature of these foundational components in the Workday ecosystem. Security and Business Processes function as cross-cutting concerns that support a cohesive operational framework within the organization.

2. True or False: If there are position restrictions, they will automatically apply and cannot be changed when hiring.

A. True

B. False

C. Depends on the role

D. None of the above

The statement is false because position restrictions can be modified during the hiring process within Workday HCM. While position restrictions may be set in place to maintain compliance with company policies or regulatory requirements, Human Resource personnel have the flexibility to review and adjust these restrictions as necessary to accommodate circumstances such as exceptional candidates or urgent hiring needs. This adaptability allows organizations to respond effectively to changing hiring strategies and business demands, ensuring that they can still source the best talent even when restrictions are in place. In summary, the process allows for adjustments, reflecting the nuanced nature of hiring practices within Workday HCM.

3. Which task can be performed using Workday Mobile?

- A. Approve a new hire
- B. Submit an expense report
- C. View a report
- D. All of the above**

Workday Mobile is designed to provide users with the flexibility to manage various tasks related to Human Capital Management on-the-go, making HR processes more accessible and efficient. All the listed tasks—approving a new hire, submitting an expense report, and viewing a report—can be performed through the Workday Mobile application. This functionality allows managers and employees to complete important HR actions quickly and efficiently, regardless of their location. - Approving a new hire through the mobile app enables managers to streamline the hiring process, ensuring that decisions can be made promptly even when they are not at a desktop computer. - Submitting an expense report from a mobile device allows employees to easily capture and record expenses as they occur, enhancing the accuracy of reporting and expediting reimbursement processes. - Viewing reports on mobile supports quick access to important data and insights, empowering decision-makers to respond swiftly to organizational needs and inquiries. By enabling these functions, Workday Mobile enhances productivity and supports an agile work environment, which is key in today's fast-paced business landscape.

4. What is the significance of being able to edit personal information in Workday?

- A. It allows for better communication with teams.
- B. It helps in maintaining accurate employee records.**
- C. It streamlines payroll processing.
- D. It limits the need for IT support.

Being able to edit personal information in Workday is crucial as it plays a vital role in maintaining accurate employee records. This functionality enables employees to update their contact information, marital status, dependents, and other personal details which are necessary for compliance, reporting, and communication purposes. Accurate employee records are essential for various HR processes, including benefits administration, performance evaluations, and regulatory compliance. When employees have the ability to manage their own information, it reduces the risk of discrepancies that can arise from outdated or incorrect data. This leads to improved data integrity across the organization, which is necessary for making informed decisions about workforce management and development. The other options, while they may have some relevance, do not emphasize the primary importance of accurate record-keeping as clearly. Better communication with teams and streamlining payroll processing are certainly beneficial outcomes of having correct personal information, but they are secondary effects that derive from maintaining precise records. As for limiting the need for IT support, this benefit is more about administrative efficiency rather than highlighting the core significance of record accuracy itself.

5. Which staffing model allows for setting different hiring restrictions on each position?

- A. Job Management**
- B. Position Management**
- C. Role Management**
- D. Project Management**

The correct answer is Position Management. This staffing model enables organizations to set specific hiring parameters and restrictions at the individual position level. By using Position Management, HR can establish criteria such as qualifications, salary ranges, and other related attributes tailored to each role within the organization. This level of granularity allows for more precise workforce planning and helps align staffing decisions with organizational needs. In contrast, Job Management typically focuses on a broader classification of roles rather than individual positions, making it less effective for setting tailored hiring restrictions. Role Management deals with competencies and responsibilities tied to various roles rather than specific hiring parameters. Project Management, on the other hand, is centered around managing temporary projects and resources rather than individual staffing policies. Therefore, Position Management is specifically designed to facilitate the individualized approach to hiring restrictions, making it the right choice for this question.

6. True or False: Allowing the Override of Restrictions on Staffing Events can change how position restrictions are applied.

- A. True**
- B. False**
- C. Only in certain scenarios**
- D. It applies only to specific roles**

Allowing the Override of Restrictions on Staffing Events enables greater flexibility in managing position restrictions within the Workday system. When this option is activated, it allows authorized users to bypass certain predefined limitations on staffing actions, such as hiring or transferring employees into restricted positions. This can be particularly useful in circumstances where an organization needs to fill critical roles quickly or address special situations that require deviation from established protocols. The option signifies a shift away from strict adherence to position restrictions, thus providing the organization with the ability to adapt staffing approaches based on immediate needs or strategic goals. Collaborative decision-making among management and HR might also play a role in how staffing events are managed under these circumstances, allowing for a more dynamic approach to human resource management. In the context of the other answer choices, it's clear that the correct response reflects the flexibility provided by this override mechanism, which is not limited to specific scenarios or roles, but broadly affects how staffing restrictions are enforced in general practice.

7. Which of the following is NOT a worker self-service task available in Workday?

- A. Edit personal information**
- B. Create an expense report**
- C. Conduct performance reviews**
- D. Request time off**

Conducting performance reviews is not a worker self-service task available in Workday. Performance reviews typically involve multiple stakeholders, including managers and HR personnel, to evaluate an employee's performance comprehensively. This process requires a level of oversight and collaboration that exceeds the capabilities of self-service options where individual workers can manage their own personal information, expenses, or time-off requests. In contrast, editing personal information, creating expense reports, and requesting time off are all tasks that empower employees to take charge of their own data and administrative needs. These functionalities are designed for user convenience, allowing workers to update contact details, claim reimbursable expenses, and manage their leave without needing to involve a manager or HR for approval at every step. Thus, while workers have the agency to manage these tasks, performance reviews are inherently a more complex and structured process meant to ensure fairness, consistency, and proper oversight within the organization.

8. True or False: The pre-hire object is a distinct entity from the employee object.

- A. True**
- B. False**
- C. Only in certain conditions**
- D. It depends on the organization**

The statement is true because the pre-hire object in Workday is indeed a separate entity from the employee object. The pre-hire object refers to an individual who is in the process of being candidate or hired but has not yet been officially employed by the organization. This object allows for the management and tracking of individuals during the recruitment and hiring stages, including job offers and pre-employment tasks, without them being classified as an official employee. Once the hiring process is complete and the individual officially becomes an employee, a transition occurs where the pre-hire object is then converted to an employee object. This distinction is essential for managing various HR processes, as it allows organizations to differentiate between candidates and actual employees, ensuring that operations like payroll, benefits enrollment, and compliance requirements are accurately applied to the appropriate individuals. The other options imply that this might only be the case in certain situations or organizations, which does not align with the standard structure of Workday. Regardless of organizational practices, the system fundamentally treats the pre-hire and employee objects as distinct entities to facilitate a more organized and efficient human capital management process.

9. True or False: If a worker changes positions, any roles assigned to them will follow them to the new position.

A. True

B. False

C. Only if specified

D. Only for managerial roles

The correct response to the question is based on the understanding of how roles are assigned to workers in Workday when they transition to a new position. When a worker changes positions, roles they were previously assigned will not automatically transfer to the new position. This is because roles can be specific to the particular job or business function, and they often are tied to the specific requirements and responsibilities of that role. In Workday, roles are typically defined in relation to the position that a worker holds. Therefore, when a worker moves to a new position, they may need to be assigned new roles that are appropriate for their new responsibilities. This separation ensures that role assignments accurately reflect the current position's requirements and responsibilities. Understanding this aspect of role assignment is crucial for proper management of a workforce and ensures that all workers are appropriately aligned with their job functions.

10. What is one key difference between packaged integrations and tailored integrations?

A. Tailored integrations are less complex.

B. Packaged integrations require custom development.

C. Custom integrations may require maintenance.

D. Packaged integrations cannot be reused.

One key difference between packaged integrations and tailored integrations lies in the maintenance aspect of custom integrations. Packaged integrations are pre-built solutions designed to connect applications or systems seamlessly, and they typically adhere to best practices, meaning they are easier to maintain and often come with dedicated support from vendors. On the other hand, tailored integrations are custom-built to meet specific business needs, resulting in a solution that may not be directly supported and might require ongoing adjustments and updates as both the integrated systems and business requirements evolve. Since tailored integrations are unique to an organization, they tend to require consistent maintenance to ensure compatibility with updates in either system and to address any new business needs that arise over time. This places a greater responsibility on the organization to manage and maintain these integrations, distinguishing them from packaged options which generally aim for lower maintenance efforts due to their standardized nature. The other definitions provided do not accurately capture the essential differences: tailored integrations can be complex, packaged integrations are designed for reuse and do not generally necessitate custom development for standard functions.